

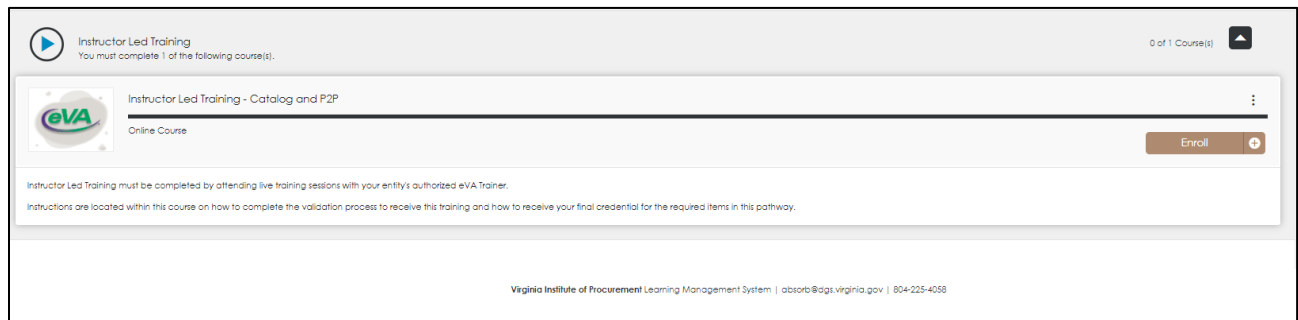
RETURNING YOUR SIGNED “ENTRY TICKET” TO THE VIP LMS

STEP ONE: ACCESS YOUR ACCOUNT

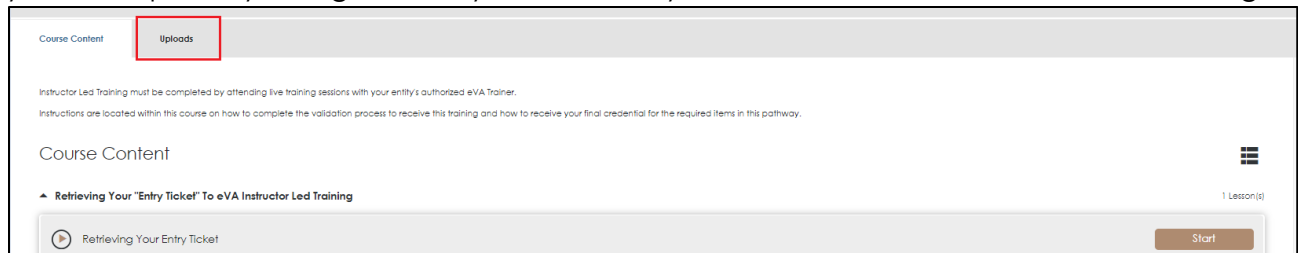
1. Navigate to: <https://vip.myabsorb.com/> and log in to your account in the VIP Learning Management System using your Username (your email address) and Password credentials.

STEP TWO: LOCATE THE “INSTRUCTOR LED TRAINING” COURSE

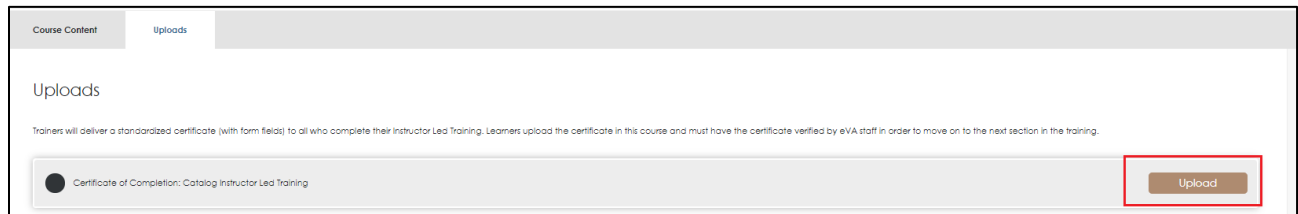
1. In the pathway containing the Instructor Led Training course, as in the example below from the “Requisitioner” pathway, you’ll find a copy of these instructions. Navigate to this course.



2. In the course you’ll see an “Uploads” tab. Clicking on the tab will take you to a location where you can upload your signed entry tickets from your received virtual instructor led training.



3. Click on the “Upload” button to upload your signed ticket for approval. Any upload issues should be reported to the VIP Learning Management System help desk at absorb@dgs.virginia.gov



4. When your uploaded signed ticket has been reviewed and approved, you will automatically see completion of the VILT item in the VIP LMS along with all associated certificates and badges. Congratulations!